

HSE WEST ESTATES

Date: 19TH MARCH 2009

Auditor: Louise Naughton

Scope of Audit: BS EN ISO 9001:2008

Auditable changes

Clause Number	Requirement	Objective Evidence	Action to be taken by Whom and expected completion date.
4.2	Are there references to ISO 9001: 2000.	Checked Quality Policy, Quality Manual and Procedures. There are references in the Quality Manual and the Quality policy to ISO 9001:2000	Update Quality Manual and the Quality Policy to remove referenced to ISO 9001:2000 and add references to ISO 9001:2008 Responsibility: Louise Naughton Expected completion Date: June 09
4.1	The control over outsourced processes /sub contractors has /has not been considered in relation to <ul style="list-style-type: none"> • potential impact on achieving product conformity • capability of achieving 	All project work is outsourced. There are detailed procedures in place on EU public Procurement that are followed. These procedure are in the existing Quality Management system and are audited.	The approved Contractor list need to become a controlled document. Responsibility: Louise Naughton Expected completion Date: June 09

	<p>control through application to clause 7.4</p> <ul style="list-style-type: none"> • Extent to which control is shared. 	<p>The is also a list of approved contractors maintained by John Magner.</p>	
5.5.2	<p>The managements representative is /is not a member of the organisations management</p>	<p>The HSE Estates West Officer Joe Hoare is the Management Representative for the QMS. This is stated in the Quality Manual section 5.5.2. and his responsibilities are stated.</p> <p><i>No action Required.</i></p>	
6.2.1	<p>Competency of staff has /has not been established for all tasks that directly or indirectly affect conformity to product or service requirements</p>	<p>Competency needs to be examined with Bernard and Joe.</p>	<p><i>Action Required: Examine competency requirements for all Estates staff.</i></p> <p><i>Assigned To: Bernard Lennon</i></p> <p><i>Expected Completion Date: June 2009</i></p>
6.4	<p>Work environment statement in the DQS does/does not relate to conditions under which work is performed and does/ does not include factors such as: noise, temperature, humidity, lighting or weather</p>	<p>The HSE West Estates have a Safety, Health and Welfare Statement in place that is monitored and followed.</p> <p><i>No action Required.</i></p>	
7.2.1	<p>Scope of post delivery activities does /does not include :</p>	<p>Post Delivery activities do not form part of the contract</p>	

	actions under warranty provisions, maintenance services, recycling, or final disposals.	agreements with Customer. <i>No action Required.</i>	
7.5.4	Intellectual property and personal data is /is not now considered a part of customer property.	Quality Manual section 7.5.4. checked. It refers to Confidential handling of customer information. <i>No action Required.</i>	
8.2.3	The type and extent of monitoring or measurement is /is not appropriate to each of the processes in relation to their impact on the conformity to product requirements and on the effectiveness of the quality management system.	Entire Quality Management System. Adequate control are in place and documented and recorded for all stages of the Service processes. <i>No action Required.</i>	